

**NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS**

**JOB VACANCY POSTING**

**POSTING NUMBER:** HR-0063

**ISSUE DATE:**

August 31, 2012

**CLOSING DATE:**

September 14, 2012

**TITLE:** Supervisor, Housing Assistance Program

**DIVISION/UNIT:** Housing/Housing Assistance Program/Reporting

**LOCATION:** 101 South Broad Street

**SALARY RANGE:** S27: \$65,890.76 - \$93,819.11

**POSITION(S):** 1

**DISTRIBUTION:** DEPARTMENT

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**DESCRIPTION OF MAJOR DUTIES:** Under general direction of a manager in the Housing Assistance Program, Department of Community Affairs supervises the Applicants Services Unit and the transfer of all Vouchers between the program's field offices and other housing agencies. Updates the Housing Choice Voucher Program's Administrative Plan, Public Housing Agency Annual Plan and Five-Year Plan in accordance with the policies of the Department and the Housing and Urban Development Agency. Oversee the review and disposition determination of claims for damages and unpaid rent submitted by participating landlords and ensures that claims are processed promptly and accurately. Supervises the screening of immigration status to ensure compliance with program regulations; does other related duties.

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**REQUIREMENTS**

**Education**

Graduation from an accredited college or university with a Bachelor's degree.

**Experience**

Four (4) years of experience in program development and management of a federal or state sponsored housing subsidy or community service program for low- and moderate-income individuals/families in a public or private agency, one (1) year of which shall have been in a supervisory capacity.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

NOTE: A Masters degree in Business or Public Administration, Urban and Community Development, or related field may be substituted for one (1) year of indicated non-supervisory experience.

**License/Certifications/Transcripts:**

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

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| <input checked="" type="checkbox"/> | A promotable eligible exists within the unit scope.  |
| <input type="checkbox"/>            | A promotional or open competitive list exists.   |
| <input type="checkbox"/>            | Depending upon the qualifications of applicants, appointment may be made at a lower level. |
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**Please submit a resume and any required documents (licenses, certification and or transcripts) along with a letter of interest, including a phone number to:**

Human Resources Director  
New Jersey Department of Community Affairs  
HR# 0063  
101 South Broad Street  
PO Box 800  
Trenton, New Jersey 08625  
Resumes may be emailed to: [resume1@dca.state.nj.us](mailto:resume1@dca.state.nj.us)

**Interviews will be granted on the basis of the resume.**

**NOTE:** In accordance with the New Jersey First Act P.L. 2011 c70, effective September 1, 2011, new public employees are required to obtain New Jersey residency within one (1) year of employment.

**The New Jersey Department of Community Affairs is an Equal Opportunity Employer**